



Health, Safety and Wellbeing Policy

BAILEY STREET ALTERNATIVE PROVISION ACADEMY

Author: Vicki Pinkney

Date: April 2022

Next review due by:
April 2023

Policy was approved by all LAB members at LAB meeting held on 30/03/22 – see minutes

<i>[Signature]</i>	<i>[Signature]</i>
Mr Tim Tweats Chair of Local Advisory Board	Sonia Lockett Head of School Bailey Street AP Academy
Date	Date



The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the academy.

Part E - The Key Performance Indicators.



A. Introduction

Bailey Street Alternative Provision Academy is part of the Manor Hall Academy Trust.

This policy statement complements and should be read in conjunction with the Manor Hall Academy Trust Estate Management Policy. It records the local organisation and arrangements for implementing the Manor Hall Academy Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Manor Hall Trust Governing Body delegates responsibility to the Local Advisory Board who recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Advisory Board of Bailey Street Alternative Provision Academy will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.



In addition to the above the Bailey Street Alternative Provision Academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

C. Management Arrangements

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<p>The school/academy obtains competent health and safety advice from</p>	<p>Charlotte Evans Nee Woodhead Health and Safety Advisor Health, Safety and Wellbeing Service Strategy, Governance & Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH (01785) 355777 Mobile: 07815826740 charlotte.evans2@staffordshire.gov.uk www.staffordshire.gov.uk</p>
<p>In an emergency we contact duty officer for support on 01785 355777 or e-mail shss@staffordshire.gov.uk</p>	

Monitoring Health and Safety

<p>Name of person(s) responsible for the overall monitoring of health and safety in the academy:</p>	<p>Vicki Pinkney Health and Safety Officer Bailey Street</p>
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	Katherine Staples for MHAT
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<p>Our arrangements for the monitoring of health and safety:</p> <ul style="list-style-type: none"> • We use the online Accident Reporting System “My Health and Safety” – we report all accidents, near misses and incidents of violence and aggression. • We use Parago to ensure monitoring of all statutory compliance checks and to record all our daily, weekly, monthly and yearly checks and audits and to record and share findings as appropriate. • Best practice is shared across the Trust with regular Health and Safety Network Meetings attended by Vicki Pinkney. • Health and Safety is an agenda item at LAB Meetings. • The headteachers report which is produced for each LAB meeting has designated Health and Safety questions which must be completed and shared with LAB members. • Health and Safety is an agenda item at both the weekly all staff meetings and the fortnightly office meetings. • The academy carries out audits on the management of health and safety. • The academy Health and Safety Officer carries out regular workplace inspections and records the findings Parago. 	
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<p>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).</p> <ul style="list-style-type: none"> • The Health and Safety Officer completes a full Health and Safety and Wellbeing self audit each January using the required pro forma and this is lodged with SCC and Kate Staples for the Trust. This is also shared with SLT. • The Health and Safety Officer completes a Health and Safety Evaluation checklist each October using the required pro forma. The findings are shared with SLT and Kate Staples for the Trust. 	
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The last audit took place	Date: Jan 2022 By: Vicki Pinkney
Name of person responsible for monitoring the implementation of health and safety policies	Name Vicki Pinkney Kate Staples for the Trust
All staff are aware of the key performance indicators in part E and how they are monitored	

D. Detailed Health and Safety Arrangements



1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating pupil, staff and/or visitor accidents :

We use the online Accident Reporting System - My Health and Safety incident reporting system to view and record incidents for the school.

<https://staffordshirecc.info-exchange.com/>

Reports are input directly into the system and the school dashboard is then used to monitor trends.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Charlotte Evans - Health and Safety Team
ENTRUST

Vicki Pinkney to liase with Charlotte Evans and Katherine Staples on all RIDDOR matters



2. Asbestos

<p>Name of person responsible for Managing Asbestos.</p>	<p>Vicki Pinkney</p>
<p>Location of the Asbestos Management Log or Record System.</p> <p>Arrangements to ensure staff have information about asbestos risks relating to the premises.</p> <p>Specific attention is drawn to the following pages of the asbestos report which details the location of the two areas asbestos was discovered and removed and a third area which was not surveyed.</p> <p>-</p> <p><i>“NB P83 Sewerage system could NOT be surveyed – treat as contains asbestos P84 Black Toilet cistern found to contain asbestos – REMOVED P93 Server Room Insulating Board found to contain asbestos REMOVED”</i></p>	<p>Location School Office</p> <p>A further hard copy is available in the Health and Safety office and an electronic copy is available on the school Parago system for all staff to access.</p> <p>Staff are required to esign the Asbestos Register to confirm they are aware of its contents.</p> <p>Asbestos Management is covered as part of the induction process for new staff.</p> <p>Updates are cascaded to all staff during the weekly health and safety slot at the weekly staff meeting. Minutes of the meeting are emailed to all staff.</p> <p>School handyperson is required to sign section 8 of the asbestos register.</p>
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p>	<ul style="list-style-type: none"> ● The school handyperson has read and signed the asbestos register. ● All contractors are required to read and sign the asbestos register. ● A hazard exchange form HSF 46 is to be completed prior to all work. ● An intrusive works assessment HSF 45 is to be completed prior to intrusive work. ● If there is a risk of disturbance of ACM’s, then the Asbestos Management



Team must be contacted for further advice	
<p>Staff must report damage to asbestos materials to:</p> <p>NB The asbestos report states that asbestos was found in two areas and removed – a third area could not be surveyed and so is treated as if it contains asbestos.</p> <p><i>“NB P83 Sewerage system could NOT be surveyed – treat as contains asbestos P84 Black Toilet cistern found to contain asbestos – REMOVED P93 Server Room Insulating Board found to contain asbestos REMOVED”</i></p>	<p>Vicki Pinkney or Sam Tooby</p>
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	

3. Communication

<p>Name of SLT member who is responsible for communicating with staff on health and safety matters:</p>	<p>Sonia Lockett headteacher for SLT Vicki Pinkney Health and Safety Officer Bailey Street Katherine Staples for MHAT</p>
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> • Direct contact with Vicki Pinkney or via email. • Vicki Pinkney to report weekly at the staff meeting at the agenda Health and Safety Slot. Health and Safety action items are monitored. • Health and Safety concerns can be raised via Parago and information can be cascaded to staff via Parago. • SLT will address urgent health and safety concerns during morning briefings. • Regular emails / updates are shared with staff – risk assessments/ covid updates are shared via whole school email. • Whole school Covid risk assessment is displayed on the school website • Each half term a staff Wellbeing survey is carried out using the My School Wellbeing Service – the results of the survey and the full 	



survey report is shared with all staff via email.

Staff can make suggestions for health and safety improvements by: emailing Vicki Pinkney v.pinkney@baileystreet.manorhall.academy an open door policy is adopted and staff should feel comfortable and able to raise any concerns – staff



can use the Parago system to raise a Health and Safety concern they can also contact SLT.

Staff can use the anonymous message facility on the “My School Wellbeing” app.

Staff are encouraged to make suggestions at the weekly staff meeting during the health and safety slot.

Near miss incidents are always discussed at the whole school weekly staff meeting and staff invited to make suggestions.

Staff are emailed to request input by the Health and Safety Office whenever relevant.

Staff involved in an incident of violence and aggression/ accident/near miss will always receive a debrief and will be invited to make suggestions for improvements as part of that process.

Pupils can raise their health and safety concerns via Student Voice meetings.

4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Sonia Lockett
The name of the Trade Union Health and Safety Representative is:	N/A No one on site
Our arrangements for consulting with staff on health and safety matters are: Weekly agenda item at staff meetings with a set Health and Safety Slot. Health and Safety action items are monitored. Health and Safety consultations can where appropriate take place via Parago and information can be cascaded via Parago or email	
Staff can raise issues of concern by: : emailing Vicki Pinkney v.pinkney@baileystreet.manorhall.academy an open door policy is adopted and staff should feel comfortable and able to raise any concerns – staff can use the Parago system to raise a Health and Safety concern they can also contact any member of SLT direct, staff can also be directed to the whistleblowing policy and can contact the chair of the LAB Mr Tim Tweets.	

The whistleblowing policy is shared with all staff on Parago, a hard copy is displayed on the staff room noticeboard and also on both Health and Safety noticeboards in the two hot desk rooms.

Staff can also use the anonymous message facility on the My School Wellbeing App.

5. Contractor Management / Construction Work

Name of person responsible for managing and monitoring contractor activity	Sam Tooby/ Vicki Pinkney/Sonia Lockett
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Our arrangements for selecting competent contractors are: Using the approved contractor list as set by MHT, ensuring contractors have followed safer recruitment, following the MHT financial procedures requiring 3 quotes, taking advice from ENTRUST property services.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:

- Hazard Exchange Form HSF 46 to be completed prior to the commencement of work.
- Asbestos Register to be signed section 8.
- Risk assessments to be shared, Covid 19 risk assessment to be considered and all working arrangements adhered to.



<ul style="list-style-type: none"> An inspection with either school handyman, SLT or Health and Safety Officer – Vicki Pinkney/ Office Manager – Sam Tooby to be conducted at the conclusion of the works to ensure works have been carried out and left in satisfactory state.
<p>Our arrangements for the induction of contractors are: Sam Tooby/ Vicki Pinkney to ensure hazard exchange form has been completed and section 8 asbestos register has been signed. Covid 19 questions to be completed before entry – basic induction regarding fire procedures etc.</p>
<p>Staff should report concerns about contractors to: Vicki Pinkney/Sam Tooby</p>

6. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Vicki Pinkney Scott Cooksey Deputy Head
Risk assessments for these curriculum areas are the responsibility of:	Staff members are responsible for their own classroom risk assessments and where necessary curriculum risk assessments. Staff members are expected to keep classrooms tidy to minimise risk of accidents and to report any damage/faulty equipment straight away to the school office via the parago system.

7. Display Screen Equipment use (including PC's, laptops and tablets)

<p>The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>
<p>Our arrangements for carrying out DSE assessments are: Staff complete a workstation self-assessment and /or a laptop self-assessment /and or home working self-assessment using the following:</p> <p>https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/DSE/selfassessmentchecklist.doc</p> <p>https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/DSE/mobiledisplayscreenchecklist.doc</p>



<p>Before completion staff are given access to the following PowerPoint training</p> <p>https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/DSE/Training-for-DSE-Users.pdf</p> <p>Any staff member working from home is given the following additional guidance.</p> <p>https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/DSE/homeworker.docx</p> <p>All staff also complete the Display Screen equipment training module on The National College.</p>	
<p>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</p>	<p>Staff complete their own assessments following completion of the PowerPoint training and the National College DSE training – using the links above.</p>
<p>DSE assessments are recorded and any control measures required to reduce risk are managed by</p>	<p>The findings of the DSE assessments are discussed with the employee and their line manager before being passed to the health and safety officer to agree any actions required to ensure that the workstation is set up appropriately for the user and that the user is not experiencing any ill health effects or discomfort from the use of their workstation.</p>

8. Educational visits / Off-Site Activities

<p>Name of person who has overall responsibility for Educational Visits</p>	<p>Mike Keeling Scott Cooksey</p>
<p>The Educational Visits Coordinator is</p>	<p>Mike Keeling Scott Cooksey</p>



Our arrangements for the safe management of educational visits:

School trips are made using the SLA – EVOLVE SYTEM

Pre visit checks to be made if possible, risk assessments to be obtained from venue, first aiders to be identified, appropriate liability insurance to be in place, motor vehicle insurance and breakdown cover to be in place, contact details and medical information to be taken, risk assessments to be signed off by head and EVC.



9. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Vicki Pinkney Health and Safety Officer Sam Tooby Office Manager
Fixed electrical wiring test records are located:	School Office and Parago system
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: This is not allowed – staff are aware they must not bring personal electrical items into school	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Vicki Pinkney Health and Safety Officer Sam Tooby Office Manager
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	This is set by MHT Kate Staples
Portable electrical equipment (PAT) testing records are located:	School Office and Parago System
Staff must take defective electrical equipment out of use and report to:	Vicki Pinkney/ Sam Tooby via Parago or email or in person
The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested	

10. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Vicki Pinkney Sonia Lockett
The Fire Risk Assessment is located	School office
The site has a fire alarm which activates a response from (a 3rd party / listening service)	We have an SLA in place for The listening service Intruder and fire alarm key holder info 24-hour alarm receiving centre SMC Custodian 03448791710 Quote 0844 879 1710 24 hour Customer service/engineer callout CHUBB 03448791770 Quote 1051444 Monitoring admin can be contacted on 03448791704 (A password may also be needed for



	<p>all of the above)</p> <p>To put alarm on test once a week</p> <ol style="list-style-type: none"> 1. Telephone 0844 879 1711 2. Enter user number *81 *2105023031# 3. Enter password 3031# 4. Press 1 5. Carry out test 6. Access system again by repeating steps 1, 2, 3 above 7. Fire alarm test will be confirmed and test results given 8. Press 3 to remove alarm from test <p>Record compliance on parago</p>
Name of person responsible for arranging and recording of fire drills	Vicki Pinkney Sonia Lockett
Our Fire Evacuation Arrangements are published ...	In our fire policy in the school office, on the Parago system and around the school as appropriate.

Our Fire Marshals are	Sonia Lockett Scott Cooksey Mike Keeling Sam Tooby Vicki Pinkney
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book	Our fire log book is held in the school office however the recording of all testing and maintenance is done on the Parago system
Name of person responsible for training staff in fire procedures	All staff complete fire at schools training on the National College annually – fire Marshalls also complete an additional course on the National College – this replaces the fire training course previously completed on the ATF training Solutions Portal



All staff must be aware of the Fire Procedures in school – Fire procedure is also covered in the induction process.

11. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Amy Jackson
The First Aid Assessment is located	School Office
First Aiders are	<p><u>First Aiders:</u> <u>First Aid Officer</u> Amy Jackson</p> <p><u>First aiders</u> Jennifer Meaney Mike Keeling Maxine Morgan Debbie Kinsella Scott Cooksey Ellie Meadowcroft Calum Whetnall</p>
Name of person responsible for arranging and monitoring First Aid Training First Aid Training log held on Office Share	Amy Jackson Vicki Pinkney
Location of First Aid Box	<u>Kit Locations:</u> <u>Emergency first aid kit:</u> Staff room
Full list of individual contents for each first aid kit is kept and available for inspection on Office share	<u>Biohazard spillage clean up kit:</u> Held in the Office <u>Emergency burn kit 1:</u> Teaching Kitchen



	<p><u>Large catering first aid kit</u>: Teaching Kitchen</p> <p><u>Emergency burn kit 2</u>: Main Kitchen Kitchen</p> <p><u>Catering first aid kit</u>: Main Kitchen</p> <p><u>Large Green trip kit</u>: Held in the Office (to be handed over to trip leader)</p> <p><u>Small Red kit</u>: Held in office (to be handed over to trip leader)</p> <p><u>On-site Office kit</u></p> <p><u>Emergency vehicle first aid kit</u>: School Minibus</p> <p><u>Emergency vehicle first aid kit</u>: School Car</p> <p>**Kits are only to be used by first aiders **</p>
Name of person responsible for checking & restocking first aid boxes	Amy Jackson
In an emergency staff are aware of how to summon an ambulance	
<p>Our arrangements for dealing with an injured person who has to go to hospital are : Parents/carers/next of kin informed, staff member to accompany pupil and remain until parent/carer arrives.</p> <p>We follow guidance in - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf</p>	
Our arrangements for recording the use of First Aid are – Accident forms to be completed and online accident reporting via My Health and Safety SCC	

12. Glass & Glazing

All glass in doors and side panels are constructed of safety glass



All replacement glass is of safety standard

13. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Vicki Pinkney Sam Tooby COSHH file with individual COSHH risk assessments located in the school office.
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are</p> <p>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p> <p>These are stored in locked cupboards. COSHH assessments are completed for each substance. Online training in COSHH for all staff on the National College training portal and as part of the induction process.</p>	

14. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom Hot desk room X 2 School Office
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15. Housekeeping, cleaning & waste disposal

<p>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards It is the responsibility of all staff to ensure that their work area is sanitised before and after use, including door handles to the room, telephones etc. Staff must ensure that they wear PPE when serving, handling food.</p>	
<p>Our waste management arrangements are: SLA in place for management of female sanitary bins. See school office for records.</p>	
Site cleaning is provided by:	In house cleaners Leonne Hubble Sandra Niza
<p>Due to Covid 19 additional cleaning measures are in place. Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
work equipment	
hazardous substances	



Waste skips and bins are located away from the academy building.
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. Staff complete online COSHH training.

16. Lone Working

<p>Our arrangements for managing lone working are - See the MHAT lone working Policy –</p> <p>Loan working is to be avoided wherever possible, where lone working will take place, line managers must assess the risks and define and implement control measures to reduce this risk. The arrangement for this are set out in the MHAT Loan Working Policy:</p> <p>https://app.parago.co.uk/document/9be681ea06f52111e4c1ef99d3763770/76508</p>
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17. Maintenance / Inspection of Equipment (including selection of equipment)

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Approved Contractors and SLA are in place for all legal requirements. These are all documented on the Parago System
Records of maintenance and inspection of equipment are retained and are located:	School Office and Parago System
Staff report any broken or defective equipment to:	Vicki Pinkney Sam Tooby Record on Parago
The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:	

18. Manual Handling

Name of competent person responsible for carrying out manual handling risk	Vicki Pinkney
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assessments	
Our arrangements for managing manual handling activities are: All staff complete manual handling training via The National College	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	

19. Medication

Name of person responsible for the management of and administration of medication to pupils in the academy	Vicki Pinkney Amy Jackson
Our arrangements for the administration of medicines to pupils are: Please see Bailey street AP Academy Policy for Supporting Pupils with Medical Conditions Incorporating Administration of Medication.	
The names members of staff who are authorised to give / support pupils with medication are:	NB where a pupil is identified as needing support with medication or has an IHCP specific training will be sought for the identified individual staff member – Debbie Kinsella Amy Jackson Sam Royal
Medication is stored:	Locked cupboard school office Fridge school staff room (locked to pupils/salto system
A record of the administration of medication is located:	School Office
Any pupils who needed to administer and/or manage their own medication in school would be provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	



20. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Vicki Pinkney Debbie Kinsella for any Covid 19 PPE Amy Jackson for any first aid PPE
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Amy Jackson for first aid PPE Debbie Kinsella for any Covid 19 PPE Vicki Pinkney Health and Safety Officer Sam Tooby Office manager
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Debbie Kinsella for any Covid 19 PPE Maxine Morgan/ Mike Keeling for any AP PPE Mike Keeling for any PPE needed for the Rodbaston site/activities Amy Jackson for any medical PPE

21. Radiation

Name of the school/academy Radiation Protection Supervisor (RPS)	At present the school has no radioactive sources but should this change then an RPS would be appointed as the science Teacher Calum Whetnal
Name of the Radiation Protection Adviser (RPA)	As Above

22. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the academy.
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Our arrangements for the reporting of hazards and defects:

- Inform Vicki Pinkney or Sam Tooby as soon as defect or hazard is identified.
- Use the handyperson reporting book or the reporting section on Parago



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23. Risk Assessments

<p>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</p>	
<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> Premises and grounds Curriculum / classrooms Hazardous activities or events Covid 19 Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Pupil Risk assessments Individual personal staff or pupil risk assessments if needed Staff or pupil pregnancy risk assessments if needed 	
<p>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</p>	<p>Vicki Pinkney</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> ● Pupil risk assessments are carried out by Scott Cooksey/Mike Keeling/ Sam Royal SENCO – all staff have access to the assessments via the Staff Share Portal and are expected to read all pupil risk assessments – ● An additional one-page pupil profile is produced by Sam Royal and shared with staff. These are discussed at weekly staff meetings when a new pupil comes on role or where a pupil risk assessment changes. ● Class teachers produce their own classroom/curriculum based risk assessments. ● Covid 19 working group considers the covid risk assessments as an agenda item ● Premises risk assessments are shared with all staff ● Fire risk assessment is shared with all staff 	



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Appropriate training is provided for staff who are creating, reviewing, or implementing risk assessments. Training is available to all staff on The national college.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or
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a change has occurred.

24. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy. For further details please see the MHT Smoking policy.

25. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Vicki Pinkney
<p>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <p>Bailey Street Alternative Provision Academy subscribes to the My School Wellbeing service – Every half term (approx. every 6 weeks) an anonymous well-being survey is carried out with all staff and the results and resulting report is shared via email with all staff.</p> <p>We use this employee stress and wellbeing survey and the employee risk assessments below to manage stress in the workplace.</p> <p>Resources are shared on the report but also on the school website which has a designated staff wellbeing section – there are a number of podcasts and links to organisations, books and other resources, there is also a link for staff to self-refer to the Thinkwell service.</p> <p>We use SCC Supporting schools service to look after the psychological wellbeing of staff.</p> <p>The Employee Wellbeing Strategy - "Living Life Well" acknowledges that work, health and wellbeing is interlinked and commits to promoting a culture where wellbeing is embraced and supported at all levels of the organisation. "Living Life Well" offers a range of opportunities for individuals to make positive choices about their health and wellbeing.</p> <p>:</p> <p>https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Employee-Wellbeing/requesttoundertakeemployeestressandwellbeingsurvey.doc</p>	



<https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Health/Managing-Stress/Managing-Stress-in-the-Workplace.aspx>

The MHAT also has a number of policies designed to support staff including A Bullying and Harassment Policy, Domestic Abuse Policy and Menopause Support Policy.

Crisis telephone numbers are displayed in the staff toilets.



Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
Individual stress risk assessments take place when a member of staff requires additional individual support. See above links

26. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Vicki Pinkney Sonia Lockett Scott Cooksey Staff development and training is part of the staff performance management system.
<p>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures, COSHH, Lone working, Slips, trips and falls, DSE, Infection control and Manual Handling.</p> <p>All staff receive annual performance management targets.</p> <p>Staff take part in twilight sessions and staff training days / these may be adapted to online during Covid 19</p>	



Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

All Staff complete training via The National College on the following:

1. Fire Safety – with an additional course for fire marshalls
2. Manual Handling
3. Lone working
4. First Aid
5. COSHH
6. Infection control
7. Food hygiene for identified staff

Plus additional courses for identified staff : eg Health and Safety Officer completes , Legionella training and risk assessment training as job role specific.

Training records are retained and are located in the individual staff files and on

the National College

Training and competency as a result of training is monitored and measured by:

Sonia Lockett

Performance management reviews

27. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Sam Tooby
The school/academy operates one minibus and one other vehicle.	
Name of person who manages the driver medical examinations	Sam Tooby
Name of person who manages the vehicle license requirements	Sam Tooby
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Ian Booth/ Mike keeling/Maxine Morgan Vehicle checks must be undertaken before each use by the vehicle driver
Name of person who arranges servicing and maintenance of the academy vehicles	Sam Tooby



Our arrangements for the safe use of academy vehicles are:
 Staff are required to complete a vehicle check log at the start and conclusion of the journey, staff are also required to complete a risk assessment and seating plan prior to each journey – copies of the checks and forms are held in the school office.

28. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Sonia Lockett Sam Tooby Vicki Pinkney
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29. Violence and Aggression and School/Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. Staff receive Proact-SCIPr-UK training at the earliest opportunity.

. Proact-SCIPr-UK is a Nationally accredited behaviour management and physical interventions strategy. SCIP-r procedures focus on de-escalation & distraction. All staff (unless medically exempt) receive a full course, followed by annual refresher course each year.
 Mike Keeling is trained to provide SCIPr refresher training to staff

Staff and pupils must report all incidents of verbal & physical violence to:	Vicki Pinkney and SLT. All staff must complete a violence and aggression form. All staff are entitled to a debrief with a member of SLT following an incident of violence and aggression. The CCTV footage should be viewed wherever available. Mike Keeling keeps all SCIP-r data and records
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Incidents of verbal & physical violence are investigated by:	Vicki Pinkney using the online reporting and review system – My Health and Safety SCC SLT as part of the debrief process/ any video evidence will form part of the investigation
Name of person who has responsibility for site security:	Sonia Lockett Vicki Pinkney Sam Tooby
Our arrangements for site security are: Intruder Alarm, External Lighting, Secure locked gates.	

30. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Vicki Pinkney
Name of contractors who have undertaken a risk assessment of the water system	Andrew Watterson ENTRUST A full water risk assessment was carried out on 30th April 2021 by Thomas Kidd on behalf of IWS - Integrated Water Services File with risk assessment and record of recommendations and actions available in school office This is due for review in April 2023
Name of contractors who carry out regular testing of the water system:	HSL – service Level agreement in place via ENTRUST
Location of the water system safety manual/testing log	Parago School Office
Our arrangements to ensure contractors have information about water systems are: SLA in place with HSL	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Health and Safety Officer has completed legionella training on The National College Approved contractors HSL complete the required check and maintenance. School handyman has experience/training. Parago – all relevant staff have access. Andrew Watterson is the school contact for further advice.	



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31. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Vicki Pinkney
Work at height is avoided where possible.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	

32. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Scott Cooksey Sonia Lockett
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Entrust – future pathways service is used. Ensure risk assessments are exchanged, insurance is in place, use of a weekly tracker to monitor progress.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Sonia Lockett
Our arrangements for managing the health and safety of work experience students in the academy are: Induction prior to start, mentor assigned, weekly meetings, full supervision and support, DBS checks in advance.	

33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Sonia Lockett
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

34. Infection prevention and control



We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, where applicable.

See also Covid 19 Policy and Appendix 1 below.

All staff complete infection control training on The National College

Appendix 1: recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.



INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.



INFECTION OR COMPLAINT	RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL/NURSERY
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

E. Health and Safety Key Performance Indicators (KPI's)

- All staff shall receive training on risk awareness and understand the importance of risk assessment across the school
- Any staff member receiving individual H&S training will cascade information



to all staff at staff meetings or INSET days to ensure corporate understanding of responsibilities.

- There will be an immediate response to remedial work following any D1 notices issued by servicing contractors.
- COVID working group will cascade information and monitor and implement Covid risk Assessment

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Local Academy Board

To ensure there is an adequate, signed and up-to-date Health and Safety Policy.

To commit resources to fulfil the Health and Safety Policy

To ensure that the Health and Safety LA annual audit is completed, areas for development identified.

To ensure actions are undertaken, monitored and achieved and comply with appropriate standards.

To monitor trends in accidents, incidents and staff absences

To receive & where appropriate action inspection reports

To include health and safety on all LAB Premises Committee meeting agendas, and monitor and action completion of annual audits annual targets or specific issues.

To periodically review the adequacy of health & safety arrangements through a focused inspection.

Head of School

To ensure staff are competent to undertake tasks delegated to them by identifying and arranging staff training needs.

To ensure that appropriate action is taken to identify significant risks and risk assessments are completed for medical, behavioural issues and school activities including those off site.

To ensure that there are procedures for the management of crisis, serious and imminent dangers.

To investigate accidents/incidents and complete the appropriate paper work.

To consult staff and safety representatives on health and safety matters and to cooperate with and provide necessary facilities for trades' union safety



representatives.

To ensure the safety of visitors to the school.

To ensure regular inspections of the school's premises.

All Staff

Each member of staff has a personal responsibility for their own safety that of the pupils and other staff members. In the event of any risk they should take the appropriate action.

On a daily basis all staff in addition to their specific responsibilities must: - check that classrooms, all work areas and the staff room are safe and hygienic and take the immediate action required, e.g. removing broken items to safe place, change venue for activity, clean up spills or pick up litter immediately and appropriately.

Check that teaching areas and equipment is safe before use.

Ensure that safety procedures are followed.

Ensure that appropriate protective equipment is available and used, when needed.

Participate in risk assessments, inspections, audits and health and safety training if appropriate.

Bring problems to the relevant manager's attention and report all accidents and incidents.

Report any maintenance or possible repair requirements to handyperson and fill in appropriate book in the office, email or use Parago.

Ensure classrooms and teaching areas safe and secure at the end of the day, e.g. electricity appliances switched off, windows closed etc.

Moving and handling training to be completed annually or when required.